**Business Continuity Policy**

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# Introduction

## Statement of Purpose

Wacky Widget’s Business Continuity Policy ensures corporate focus on resumption of Wacky Widget’s business in the event of any business disruption or disaster situation. Business Continuity planning is a key for Wacky Widget to ensure stability and growth.

## Scope

This policy applies to all aspects of Wacky Widget’s business, all employees, and all locations, including areas where our business may be affected by operation of other businesses.

The Business Continuity Plan addresses operational disruptions of varying scope, including but not limited to: Wacky Widget only disruptions, medium and large-scale events involving the disruption of operations and displaced personnel or a significant reduction in our workforce due to illness, injury or death. Operational disruptions caused by cyber-security incidents impacting the confidentiality, availability or integrity of our systems are also in scope.

## Policy Statement

This policy must ensure Wacky Widget’s ability to recover from business disruptions and to resume operations, ensure employee safety, and provide continued support for Wacky Widget customers and others affected by our business as quickly as possible.

# Risk Identification and Analysis

There are several root causes or threats which could result in a principal risk occurring.

Proactive risk control measures have been put in place to manage threats wherever possible but other levels of risk remain.

The Business Impact Analysis examines the nature and extent of disruptions and the likelihood of the resulting consequences. This may include consideration of Wacky Widget’s business functions, people, processes, infrastructure, resources, information, interdependencies and the nature and extent of capability loss over time.

# Review

## Business Continuity Plan Review

The Business Continuity Plan will be reviewed annually or after any serious invocation of the Plan. The review will be facilitated by the Risk and Compliance Team.

## Business Process Review

Business Processes will be reviewed annually. The review will be facilitated by the Risk and Compliance Team and carried out by the business process owners. The Business Unit Manager for each area is responsible for ensuring that the review is completed successfully and in a timely manner for their Business Unit.

## Technical Disaster Recovery Review

Technical Disaster Recovery provisions will be on an on-going basis and rely on the output from the Business Process Review, and it is therefore essential this is conducted in a timely manner. The Technical Disaster Recovery Review looks at, amongst other things, the processes necessary to backup, restore and continue processing the data associated with a process. The review is the responsibility of the Director of Infrastructure and Operations but may be delegated to local IT departments where relevant.

## Post Incident Review

A post incident review will be carried out after any serious invocation of the Plan to ensure that any lessons learned are captured and acted upon with a view to ensuring continuous improvement of the plan. Each review will be led by an Executive.

# Training and Awareness

## Training for new staff

The Business Continuity Plan will be published to the Intranet and staff will be required to read and understand it at induction. When the plan is updated annually, awareness will go out of changes to the plan.

## Management Awareness

It is key to the successful recovery of business operations that senior management, including but not limited to those who take an active part as Business Continuity Plan Team members, are fully aware of all the contents of business continuity plans and processes and fully understand their own roles in a recovery scenario.

Senior managers will be briefed on the plan. This process will be repeated after any major change to the plans and will be reinforced by regular exercises and drills.

## Exercises and drills

In order that all staff are made aware of the importance and provisions of the plan and to check the efficacy of the overall business continuity plans and any disaster recovery plans relevant to their part of the business, exercises and drills will be carried out regularly. The schedule and scope for these exercises will be set by the Risk and Compliance Team based on their judgement of risks and availability of required staff.

# Definitions

Crisis An abnormal, unstable and complex situation which threatens the strategic objectives, reputation or existence of our organization.

Disaster An event likely to have a serious impact on our business and the supply of services to our customers, such as loss of use of premises due to fire, flood, denial of access etc, loss of telecoms, loss of operational ability due to utility failure (electricity, water, gas), loss of IT capability, loss of a co-location site, loss of stored data and records or loss of key personnel.

# Document Control and Approval

The Risk and Compliance Manager is the owner of this document and is responsible for ensuring that this procedure is reviewed in line with the review requirements of the ISMS.

A current version of this document is available to all members of staff and is the published version.

This document was approved by Chief Operations Officer and is issued on a version controlled basis.

Signature: Executive Manager Signature Date: 01.01.2019

## Distribution

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| --- | --- |
| **Name** | **Role** |
| *Intranet* | *Distribution to all staff* |

## Version Information

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| **Version** | **Date** | **Author(s)** | **Details** |
| 0.1 | 11/28/18 | M.Woolard | First draft |
| 0.2 | 12/07/18 | M.Woolard | Second draft |
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